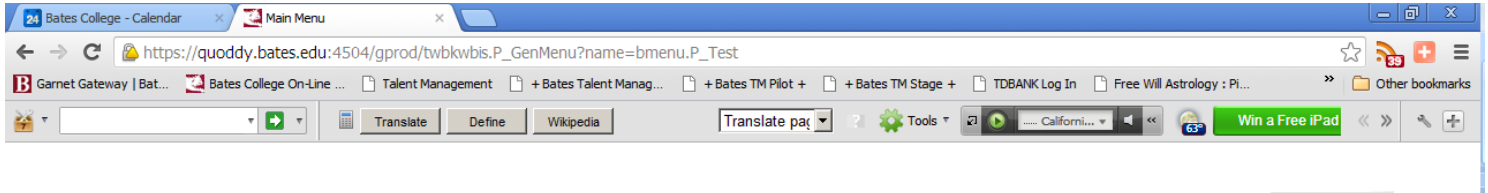


2013 BATES COMMUNITY GIVING CAMPAIGN INSTRUCTIONS

Access the Community Giving Campaign web page by selecting the **Community Giving** link on the Main Menu of the [Garnet Gateway](#).



Main Menu



Course Look Up - All Terms - Viewing Only
Students - Select Registration Menu To Register

My Contact Information for Campus Emergencies

Student Menu

Employee Menu

- Time Sheet
- Payroll Information Menu
- Tax Information Menu
- Leave Balances
- Benefit Statement

Personal Information Menu

- Change PIN
- Change Security Question
- My Emergency Contact for Campus Emergencies
- View E-mail Address(es)
- Name Change Information
- Social Security Number Change Information
- View Emergency Contacts
- Update Emergency Contacts

External Grants

Shadowing Menu

Now Available:

Community Giving

Opens: Monday, November 5th,
2012

Closes: Friday, November 30th, 2012

RELEASE: 8.4

https://quoddy.bates.edu:4504/gprod/kgw_community_giving_p_ctrl

Once on the Community Giving Campaign page, enter the amount **per pay period** you want to contribute (the system knows how many times you are paid in a year). The choice to have a one-time deduction taken is also an option. Be sure to select either the **One time gift** option or the **Each Pay Period** option. The form will do the math for you and display your **Total Gift**. NOTE: one-time deductions will be taken from your first paycheck of 2013.

To the right of the Payroll Deduction box is the Recognition box. Please indicate if you wish the specific organizations you select to be notified of your gift(s) by clicking the appropriate button (Yes or No).

24 Bates College - Calendar x Community Giving Campaign x

https://quoddy.bates.edu:4504/gprod/kgw_community_giving.p_ctrl

Garnet Gateway | Bates College On-Line ... Talent Management + Bates Talent Manag... + Bates TM Pilot + + Bates TM Stage + TDBANK Log In Free Will Astrology : Pi...

Split 50/50 ALS & American Translate Define Wikipedia Translate pa Tools California... 63° Ask a Quest

Personal Information Menu Student Menu Employee Menu Events Volunteer Shadowing Menu Logout Open

Community Giving Campaign

Giving:

Help make a difference... in our community and/or the lives of neighbors. Your support is especially critical now because of the bad economy and growing environmental challenges. Below you will find opportunities to support local causes that are important to you. Please consider making a contribution to the 2013 Bates Community Giving Campaign! THANK YOU!!

Payroll Deduction:

I authorize the following to be deducted from my paycheck:

Amount:

One time gift
 Each Pay Period (amount x12)




Total Gift: **\$0**

Recognition:

Yes, please give my name to the charities I support so my gift may be acknowledged
 No, please do not share my name

Designate Charities:

Total Gift: \$0

Charity Logo	Amount to Charity	Specify a charity:	Special instructions:
	Amount to Community Health: <input type="text" value="0"/>	Specify a charity: all Community Health charities... Approx Pay Period Amt: 0.00	<input type="text"/>
	Amount to MaineShare: <input type="text" value="0"/>	Specify a charity: all MaineShare organizations... Approx Pay Period Amt: 0.00	<input type="text"/>
	Amount to United Way: <input type="text" value="0"/>	Specify an impact area: United Way Community Care Fund Approx Pay Period Amt: 0.00	<input type="text"/>

Amount left to be designated: \$0

If you have any questions, please e-mail communitygiving@bates.edu.

In the Designate Charities box, enter the desired distribution of your **Total Gift** amount. The form will calculate the approximate pay period deduction (**Approx. Pay Period Amt:**) based on your contribution amount and number of pay periods. If you prefer to give to one specific organization within an agency, select from the choices in the drop-down boxes by clicking on the down arrow to the right of the drop-down box. Should you need further information about any of the agencies or the organizations they support, simply click on the agency icon. A new window will pop up so that you can search for the information you need. To close the window, click "close" in the lower right corner of the box.

If you would like to split your gift between two or more organizations within an agency, list the total amount in the contribution box and then list the organizations and amount in the Special instructions box to the right.

Or you may simply wish to allow the agencies to distribute your contribution as they see fit, in which case it is not necessary to make a selection.

Community Giving Campaign

Giving:

Help make a difference... in our community and/or the lives of neighbors. Your support is especially critical now because of the bad economy and growing environmental challenges. Below you will find opportunities to support local causes that are important to you. Please consider making a contribution to the 2013 Bates Community Giving Campaign! THANK YOU!!

Payroll Deduction:

I authorize the following to be deducted from my paycheck:

Amount:

One time gift
 Each Pay Period (amount x12)

Total Gift: **\$132**

Recognition:

Yes, please give my name to the charities I support so my gift may be acknowledged
 No, please do not share my name

Designate Charities:

Total Gift: \$132

Charity Logo	Amount	Specify a charity:	Special instructions:
	<input type="text" value="12"/>	<input type="text" value="all Community Health charities..."/> Approx Pay Period Amt: 1.00	<input type="text" value="Split 50/50 ALS & American Kidney"/>
	<input type="text" value="12"/>	<input type="text" value="Maine Federation of Humane Societies"/> Approx Pay Period Amt: 1.00	<input type="text"/>
	<input type="text" value="108"/>	<input type="text" value="Other UW or 501(c)(3) Nonprofit Agency (\$100 minimum)"/> Approx Pay Period Amt: 9.00	<input type="text" value="Good Shepard Food Bank"/>

Amount left to be designated: \$0

If you have any questions, please e-mail communitygiving@bates.edu.

When the **Amount left to be designated** equals **\$0**, you are ready to select the **Submit** button. Don't forget to indicate whether or not you wish any selected charities to be notified of your name and gift.

Upon submitting your pledge, a summary page will be displayed. It is suggested that you print a copy of this page for your records (although you will receive acknowledgements from each of the agencies you contribute to). It is possible to revisit your pledge at any time during the campaign if you need to make any changes.

Any questions or concerns about or issues or problems with this process may be e-mailed to communitygiving@bates.edu.